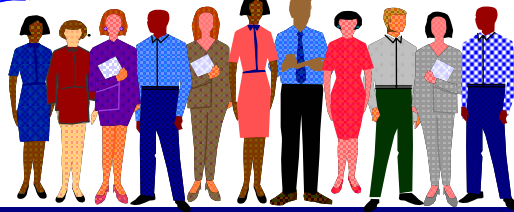


Personnel Issues & You



UPPS Newsletter 2004-4

April 1, 2004

Changes to W-2 & Withholding

*Department of Personnel
5th Floor, 200 Fair Oaks Lane
Frankfort, Kentucky 40601*

*Commissioner
Robert Ramsey, Sr.
Suite 516, 502-564-7430*

*Office for Personnel Administration
Carl Felix, Executive Director
Suite 530, 502-564-2428*

*Office for Employee Relations
Suite 511, 502-564-7911*

*Office of Public Employee Health Ins.
Esteva Caise Draggs,
Executive Director
Suite 501, 502-564-0358*

*Department of Personnel Web Site
<http://personnel.ky.gov/>*

Recently the Department of Personnel met with Social Security staff and Revenue staff and it has been decided that all W-2's issued by the Commonwealth will include federal and state taxable wages. This includes aliens (green card employees) and non-resident employees. This means the Department of Personnel will be reporting wages, but these employees will still have the option of not having taxes withheld.

In addition, the Department of Personnel can no longer allow the use of exempt, withholding a set amount, or withholding a set percent as an option for FIT (Federal Income Tax) and SIT (State Income Tax) status. (Please refer to page 10.24 in your payroll manual.) Per Internal Revenue Service Publication 15, Circular E, revised January 2004: "The amount of any income tax withholding must be based on marital status and withholding allowances. Your employees may not base their withholding amounts on a fixed dollar amount or percentage." (Page 13, Circular E.)

The Department of Personnel is in the process of identifying affected employees and will get information to appropriate agencies so you may contact the employee and have a new W-4 / K-4 completed for updating the system (C Screen). The Department of Personnel will also be making corrections to the Payroll Manual.

New Insurance Company for Payroll Deduction

There have been 2 new insurance companies who have recently signed up for payroll deduction. Great American Life Insurance Company, reference number 1270 is authorized to offer Long Term Care and their frequency is 02. Union Central Life Insurance Company, reference number 1271 is authorized to offer Life and Disability-Long Term Insurance and their frequency number is 02.

1	Changes to W-2 & Withholding
1	New Insurance Company for Payroll Deduction
2	Reminder: Annual Leave Awards for Performance Evaluations
2	Invalid Health Insurance Refund Request Form
2	New Department of Personnel Phone List

Reminder: Annual Leave Awards for Performance Evaluation

Eligible employees who are on the payroll as of April 30, 2004 and who will have earned annual leave as a result of performance evaluation, will be credited with the additional annual leave by the Department of Personnel on April 30, 2004.

Invalid Health Insurance Refund Request Form

The Payroll Branch is experiencing problems reading the invalids that are hand-written and then faxed. This has resulted in checks being created for incorrect amounts. Therefore, Payroll is asking that the Invalid Health Insurance Refund Request Forms be typed. This will alleviate mistakes and speed up the process. Also, please make sure you give as much detail as you can when some money needs to be processed and some needs to be refunded, i.e. the employee is changing from single to parent plus process \$15.00 and refund \$6.00. If you have any questions, please contact Shannan Goodrich 502-564-6883 ext. 4119.

New Department of Personnel Telephone Listing

Attached is an updated telephone listing for the Department of Personnel. The list has been deleted from and added to several times and we have had requests from agencies to send it out again.

DEPARTMENT OF PERSONNEL TELEPHONE LISTING, APRIL 2004

OFFICE OF THE COMMISSIONER, SUITE 516, (4-7430)

BOB RAMSEY
Stephany Ivers, x 4011

Margaret Daniel, x 4004
Jodi Whitaker, x 4010

OFFICE OF ADMINISTRATIVE & LEGAL SERVICES

DIRECTOR'S OFFICE (4-7430)
Charice Hawkins, x 4006
Dave Holzwarth, x 4007

SYSTEMS MANAGEMENT
(ROOM 529, 4-0198)
Brad Atkinson, x 4027
Jeanne Campbell, x 4028
Diane Collins, x 4029
Connie Gregory, x 4030
Travis Humphries, x 4031

Burr Lawson, x 4008
Theresa "Terry" Wood, x 4088

ADMIN. SERVICES
Walt Gaffield, 4-7409, x 4021
Suzette Gash, 4-7409, x 4024
Susan Lynn, x 4022
Elinda Manley, 4-7409, x 4023
Vacant, x 4025

Neal Lanham, x 4032
Susan Stinnett, x 4033
Joanna Warhus, x 4034
Beverly Wilhoite, x 4035
Ferlin Wright, x 4036
Vacant x 4037
Computer Room, x 4040, 4041, 4042, 4043, 4181

STATE EEO
Singer Buchanan, Jr.,
Jamille Smith, x 4009
Bruce Trent, 573-0318, x 241

GENERAL COUNSEL
Sue Britton, x 4002

Dan Egbers, 4-7430

OFFICE OF PUBLIC EMPLOYEE HEALTH INSURANCE
ROOM 501 (4-0358)

DIRECTOR'S OFFICE

DATA ANALYSIS
(4-9097)
Jonathan Cordier, x 4064
Tara Moore, x 4071
Trent Murphy, x 4066
Eric Poston, x 4067
Brenda Roark, x 4068
Cindy Stivers, x 4069
Cindy Thomas, x 4070

Jackie Beach, x 4044
Tonya Brown, x 4186
J.R. Dobner, x 4063

Esteva Draggis, x 4047
Sharley Hughes, x 4049
Jill Hunter, x 4048
Dera Lindsay, x 4065
Marsha Morris, x 4050
James Ross, x 4046
Vacant, 4051

MEMBER SERVICES
ROOM 501 (4-6534)
888-581-8834

ENROLLMENT INFORMATION
ROOM 503 (4-1205)
Paula Chisholm, x 4072
Bess Crawford, x 4073
Reina Diaz-Dempsey, x 4074
Jessica Estes, x 4079
Cheryl Gay, x 4075
Sabrena Hockensmith, x 4076
Julia Hughes, x 4077
Lynn Jones, x 4078
Mamatha Kotha, x 4183
Philip Luckett, Sr., x 4080
Vickie Poole, x 4081
Jack Renfro, x 4082
Teresa Shipley, x 4083
Jeffrey Wiley, x 4084
Christina Winans, x 4085
Scan Room, x 4079

Glenn Brothers, x 4052
Cindy Dempsey, x 4053
Sharon Gilbert, x 4054
Merla Graves, x 4055
Mae Green, x 4056
Jerry Jones, x 4057
Susan Popp, x 4058
Donna Scott, x 4059
Clara Serafini, x 4060
Sandra Shelton, x 4061
Hannah Stanfield, x 4062
Vacant, x 4058

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667
persdeferredcomp@ky.gov

EXECUTIVE DIRECTOR
Robert C. Brown
Chris Helvey

Pat Goodlett
Connie Smith

Kimberly Ball
Leanne Barger
Jody Dunn

Barbara Hedrick
Amy Mosby
Sandi Whitaker

PAYOUT COUNSELING
Dick Ernst
Julie Gordon
Julia Holbrook

Sharon Melson
Eric Simpson
April Smyth

Floyd Boler
Gayle Davis
Jean Gloré

Sue Gravitt
Jean Henning
Donna Towles

OFFICE FOR EMPLOYEE RELATIONS
DIRECTOR'S OFFICE, SUITE 511 (4-7911)

Vacant, x 4087

Kim Kain, x 4086

EMPLOYEE BENEFITS

DIRECTOR'S OFFICE,
SUITE 511 (4-6847)

LIFE INSURANCE
ROOM 503 (4-4774) 800-267-8352
Gaye Adcock, x 4105
Michele Ellis, x 4106
Melinda Giles, x 4184
Joe Hughes, x 4107
Jeri Payton, x 4109
Kimberly Quinn, x 4110
Sharon Spencer, x 4111
Scan Room, x 4108

Bill Patrick, x 4104
Clark Rowland, x 4100
Darlene Stewart, (4-3433, x 4094)

WORKERS COMPENSATION
SUITE 511 (4-6847)
Angela Gould, x 4096
Jeffrey Hockensmith, x 4097
Valerie McGrath, x 4098
Debbie Mitchell, x 4099
Donna Shelton, x 4101
Vickie Smitha, x 4102
Paula Spicer, x 4103
Melissa Tillman, x 4095

EMP ASSISTANCE
BUSH BLDG (4-5788)
800-445-5327
Mary Jane Cowherd, x 222
Doug Crowe, Sr., x 224
Barbara D. Henderson, x 225
Trina Jennings, x 223
Tammy Tyson, x 221

COMMUNICATIONS & RECOGNITION
SUITE 511 (4-3433), 866-725-5463

Timothy Harmon x 4093
Ivory Moore, x 4091

WORKPLACE RELATIONS
Linda House, x 4092

COMMUNICATIONS
Tina Goodman, x 4188
Margaret Harnev, x 4090

EMPLOYEE RECOGNITION
Debbie Bohannon, x 4000
Mandi Flynn, x 4089

OFFICE FOR PERSONNEL ADMINISTRATION	
DIRECTOR'S OFFICE, ROOM 530	
Carl Felix (4-2428, x 4114)	Vacant (4-7571, x 4113)
EMPLOYEE RECORDS ROOM 533 (4-6464 or 4-6484)	
Kimberly Hatter, x 4116	George Gamble, (4-6873 x 4117, Rm 531)
Paul Herberg, x 4115	
PAYROLL, ROOM 535 (4-6883)	PROCESSING/FILES, ROOM 531
Gail Cooper, x 4118	Carolyn Bruce, 4-6873, x 4126
Shannan Goodrich, x 4119	Sissy Burnham, 4-6873, x 4127
Carol Kelien, x 4120	Lisa Case, 4-6873, x 4128
Jo Ann McAlister, x 4122	Sandra Darneal, 4-6873, x 4129
Greg McGaughey, x 4123	Dena McGuire, 4-7543, x 4131
Yvonne Mahoney, x 4121	Donna Parker, 4-6873, x 4130
Mike Rice, x 4124	Vacant, x 4132
Betty Warford, x 4125	Scanner, x 4133
CLASSIFICATION & COMPENSATION 801 TETON TR (573-0318)	
Terry Sullivan, x 237	COMPENSATION
	Debbie Parido, x 232
	Mark Thompson, x 226
CLASSIFICATION	PERFORMANCE MGMT (573-0325)
Jim Lambert, x 222	Regina Edington, x 236
Peggy Brady, x 223	Regina Gravitt, x 235
Carla Gray, x 225	Johnny Keene, x 234
Phyllis Harris, x 227	
Vickie Hatchel, x 224	
Marilyn Vance, x 233	
STAFFING SERVICES SUITE 517 (4-6920)	
Mark White, x 4180	Rebecca Billings, x 4135
	Vacant, x 4134, 4136
EMPLOYMENT COUNSELING (4-8030)	APPLICANT PROCESSING (4-8030)
Shona Alderson, x 4145	Tina Black, x 4137
Scotty Barker, x 4146	Nina Burger, x 4141
Stuart Clark, x 4148	Deborah Cook, x 4157
Kim Combs, x 4155	Denice Driver, x 4138
Mary Greenwell, x 4149	Denise Jones, x 4139
Freda Harris, x 4150	Farrah Keith, x 4140
Galen Linville, x 4147	Amanda Sewell, x 4142
Marilyn Marshall, x 4151	Robin Smith, x 4143
James Mason, x 4152	Flo Warner, x 4144
Karen Neeley, x 4153	STAFFING ANALYSIS (4-6702)
Rose Nipp, x 4154	Marina Alford, x 4169
Tracy Young, x 4156	Yvonne Beghtol, 564-7602, x 4170
Vacant, x 4157	Gay Lee, x 4171
REGISTER, (4-6922)	Samuel Moore, Sr., x 4172
Melissa Baughn, x 4159	Neil Popplewell, x 4178
Roberta Brownlee, x 4160	Kimberly Roush, x 4173
Dorothy Burton, x 4161	Kevin Shipp, x 4174
Cheri Chambers, x 4162	Holly Simpson, x 4175
Sharen Fogle, x 4163	Peggy Smith, x 4176
Kay Goodwin, x 4164	Vacant, x 4177, 4178, 4179
Beth Hicks, x 4165	
Sharon Smither, x 4166	
Kay Wallace, x 4167	
Lucy Wheeler, x 4168	
Class & Comp (Teton Trail)	FAX 573-0324
Commissioner's Office (Rm 516)	FAX 564-7603
Deferred Comp	FAX 573-4494
Employee Records (Rm 535)	FAX 564-5826
Employee Relations (Suite 511)	FAX 564-4311
OPEHI (Room 501)	FAX 564-5278
Health Insurance (Room 503)	FAX 564-1085
KEAP (Bush Building)	FAX 564-5189
Life Insurance (Room 503)	FAX 564-4034
Member Services Branch (Suite 502)	FAX 564-0364
Personnel Administration (Room 530)	FAX 564-9249
Performance Mgmt (Teton Trail)	FAX 573-0324
Staffing Services (Director's Office)	FAX 564-3588 or 564-5251
Staffing Services (Register)	FAX 564-5414
Staffing Services (Emp. Cnsl)	FAX 564-0512
Systems Management (Room 529)	FAX 564-2274
Workers Comp (Suite 511)	FAX 564-9119
IDMS (Room 529)	564-0198, x 4038
State Operator	564-3130
Personnel Answer Line	564-8339 or 866-725-5463
Quick Copy	564-2670
Small Conference Room 506	Handset x 4014
Large Conference Room 508	Handset x 4015, 4016
Conference Room -- OPEHI	Handset x 4187, Speaker phone x 2019
Conference Room -- Teton Trail	573-0318, x 238
File Room -- Teton Trail	573-0318, x 239
Smoke Room -- Teton Trail	573-0318, x 242